
System Management
Network Operator Interface
Requestor User Guide:
Primary Works



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Please note that it has no legal status and Market participants should always refer to the Market Rules and Market Procedures

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Purpose

The purpose of this User Guide is to help Network Operator Participants communicate outage information with System Management.

1. Requirement Overview

The *Network Operator Interface* (NOI) allows management of requests of *Network Outages* and *Network Events*. In addition it allows co-ordination of *Network Tasks*. These requests relate to the SWIS transmission network. *Distribution Network Outage* requests are made via the DNAR system. Note that some outages require both an NOI and DNAR request.

What is a *Network Task*?

A *Network Task* is an item of work on the Network for maintenance, asset replacement or capital works purposes. For example, vegetation clearances below a transmission line, transformer tapchanger overhaul, protection relay maintenance or adding a new circuit. It also may require Switching, Isolating and Issuing Permits by the East Perth Control Room Operators and Switching Operators. In the NOI, this is described as a *SWOP Job*.

A *Network Task* may be created via the NOI Web interface or by Ellipse.

It should be noted that *Network Tasks* generated by Ellipse create 2 tasks one for the item of work (called a *Non-SWOP Job*) and one for the switching (called a *SWOP Job*). These *Network Tasks* are differentiated in that their *SWOP Number* starts with 'T'. The *Non-SWOP Job* task may be displayed but should not be amended.

What is a *Network Event*?

A *Network Event* is the removal from service of a SWIS element that does not require Primary Switching **and** does not require a Primary Permit. This is generally those that allow *Network Tasks* for Protection, Communication or SCADA purposes to proceed. These will also require a permit such as a Secondary Permit or No Permit.

What is a *Network Outage*?

A *Network Outage* is the removal from service of a SWIS element that does require Primary Switching **or** does require a Primary Permit. This is generally those that allow *Network Tasks* for Primary Plant Maintenance or Augmentation purposes to proceed. These will also require a primary permit such as an *Electrical Access Permit*, *Vicinity Authority* or *Sanction to Test*.

2. Process Overview

Whether the *Requestor* is entering a *Network Event* or *Network Outage*, a *Network Task* is still created.

A *Network Task* can be created in 2 ways:

1. Ellipse has a maintenance scheduler that creates and modifies *Network Tasks* each night
2. Using the NOI Screens

Network Tasks called *SWOP Jobs* can be created and modified using the NOI screens. Task modifications include splitting, advancing/delaying or deleting.

Note: *Network Tasks* generated in Ellipse called *Non-SWOP Jobs* can only be modified within Ellipse.

Network Events/Outages can only be requested using the NOI. A *Network Event/Outage* contains the associated *Network Task(s)* details as well as the *Points of Isolation* and *Contingency Plans*.

A *Network Event/Outage* maybe associated with one or more tasks. For example a task to work on a line and a task to work on a line circuit breaker may be associated with a *Network Outage* whose *Points of Isolation* enable work on both network elements.

3. Business Process

The NOI has been designed to allow various business process flows to occur. The following outlines the current business process.

Flow 1

1. The *Requestor* requires work to be done that requires a primary switching or primary permit issue
2. The *Requestor* checks if there are any suitable *Network Outages* in the NOI that would allow the work to be done
3. If Yes, the *Requestor* calls the *Switching Operator/Co-ordinator* to confirm
4. The *Requestor* creates a *Network Task* and requests the *Switching Operator/Co-ordinator* to associate the *Network Task* with a *Network Outage*
5. If No, the *Requestor* creates a *Network Task* and requests the *Switching Operator/Co-ordinator* to derive a *Network Outage*
6. The *Network Outage* is then checked/resourced by the *Switching Operator*. If resources are available, a *Network Outage Request* to the *System Operations Planning Engineer* is created, if resources are not available, the outage stops
7. The *Network Outage Request* is considered by the *System Operations Planning Engineer*. If the request does not interfere with system security and the outage gets *Approved*, the outage can physically proceed. If the outage is *Rejected* or not *Approved*, the outage stops.

Flow 2

1. The *Requestor* requires work to be done that **does not** require primary switching and **does not** require a primary permit issue
2. The *Requestor* creates a *Network Task*, then derives a *Network Event*
3. *Network Event* request is considered by the *System Operations Planning Engineer*, if okay, the *Network Event* request is *Approved* to proceed, if not okay, the outage stops

Flow 3

1. The *Requestor* requires a change to work to be done that requires primary switching
2. The *Requestor* checks if the task is associated with a *Network Outage /Event*
3. If **No**, the *Requestor* may modify/delete task
4. If **Yes**, the *Requestor* must disassociate task from *Network Outage/Event*, *Requestor* may modify/delete task

Flow 4

1. The *Requestor* requires a change to work to be done that **does not** requires primary switching
2. *Requestor* may modify/delete *Network Event*

This manual only deals with Network Tasks that require Primary Switching or a Primary Permit.

4. Logging on to the NOI

Entry is via the Western Power Network Portal.

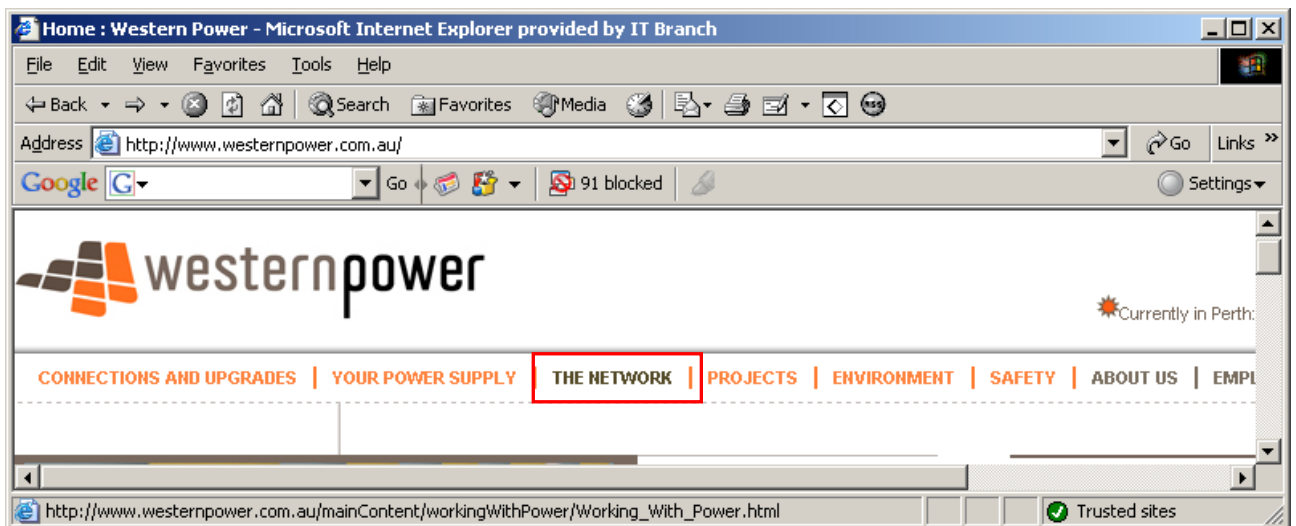
Connect to the Internet and use the following URL.

<https://services.westernpower.com.au/online/nbu/do/restricted/Home>

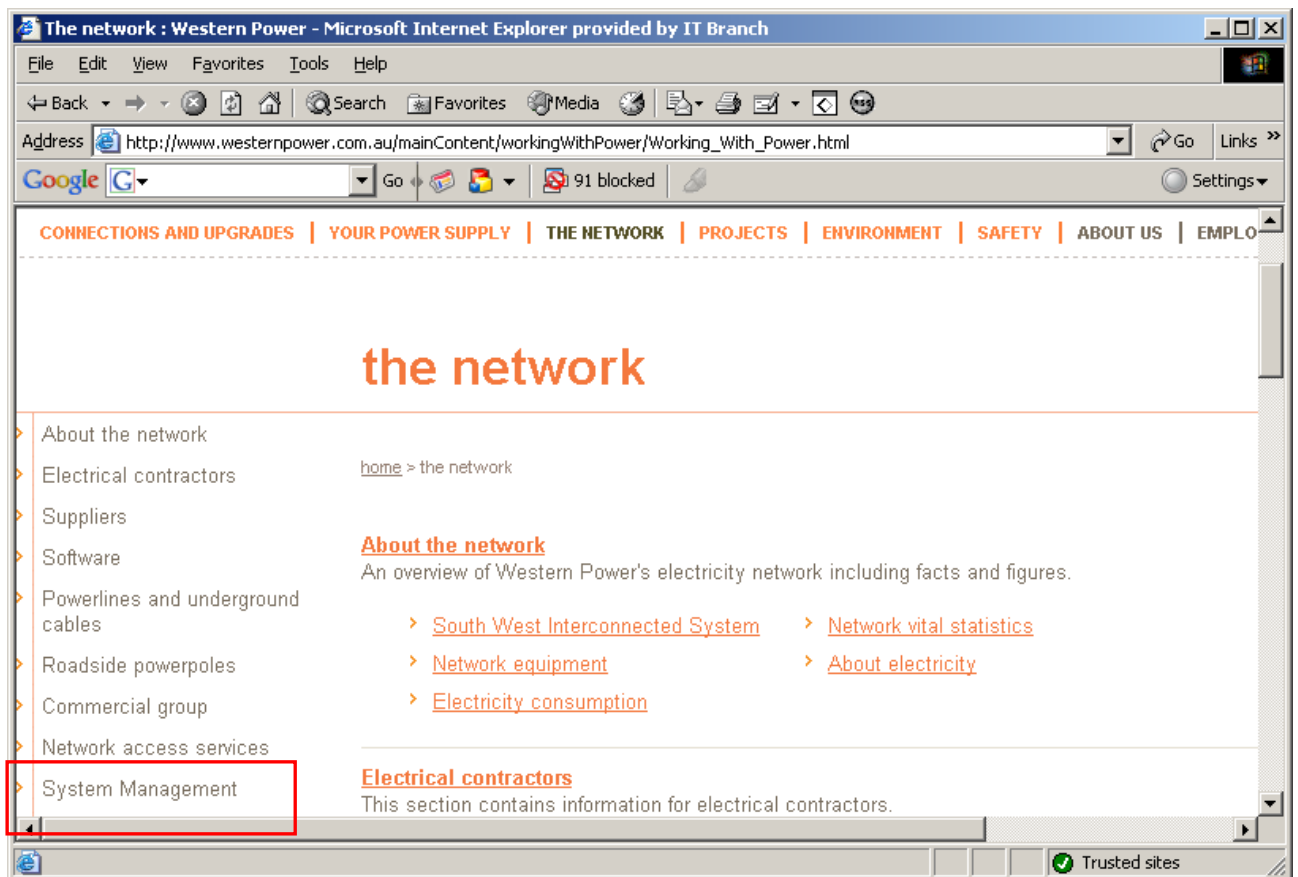
Or use the following method.

Please note that for security purposes, the system will log you out if there is no user to NOI interaction made for 60 minutes and so unsaved data entered will be lost. A keystroke is not classified as interaction; a link must be selected within the application for it to remain active.

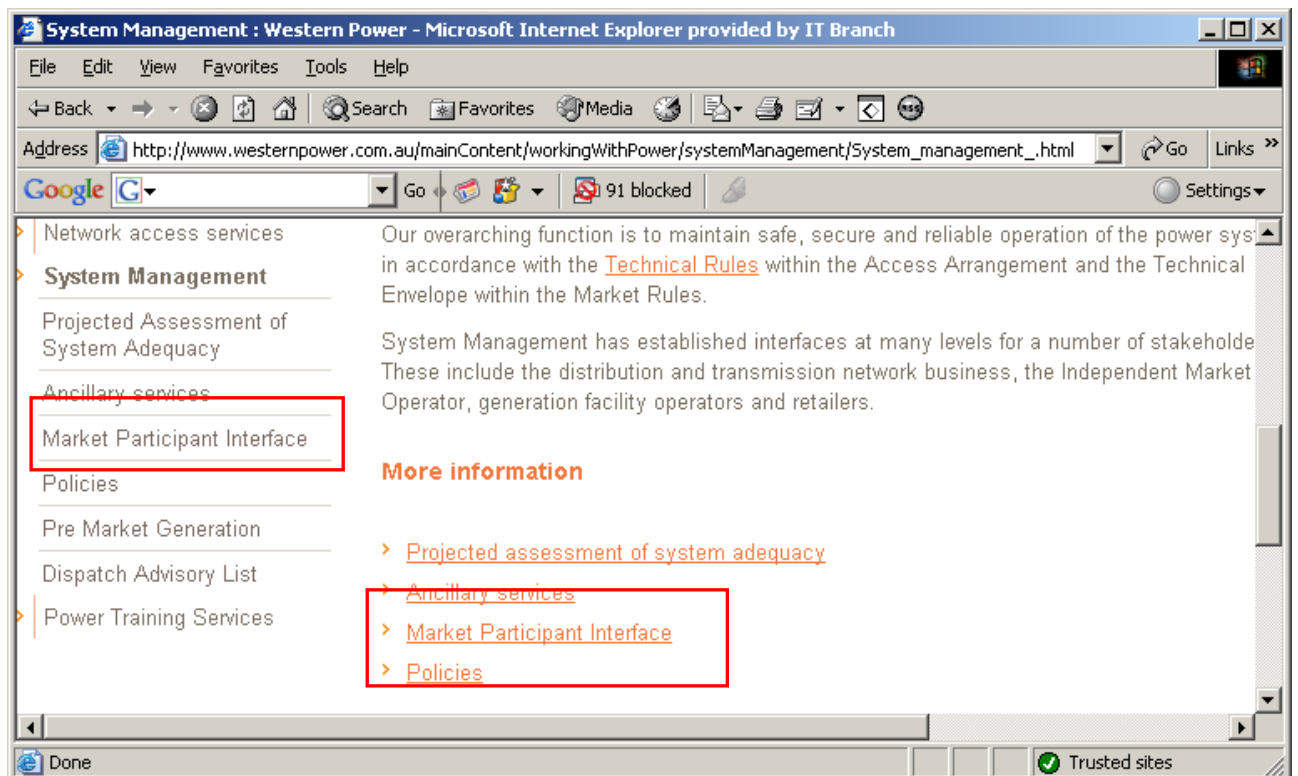
To Log on to the Western Power website, select *The Network* heading as shown below.



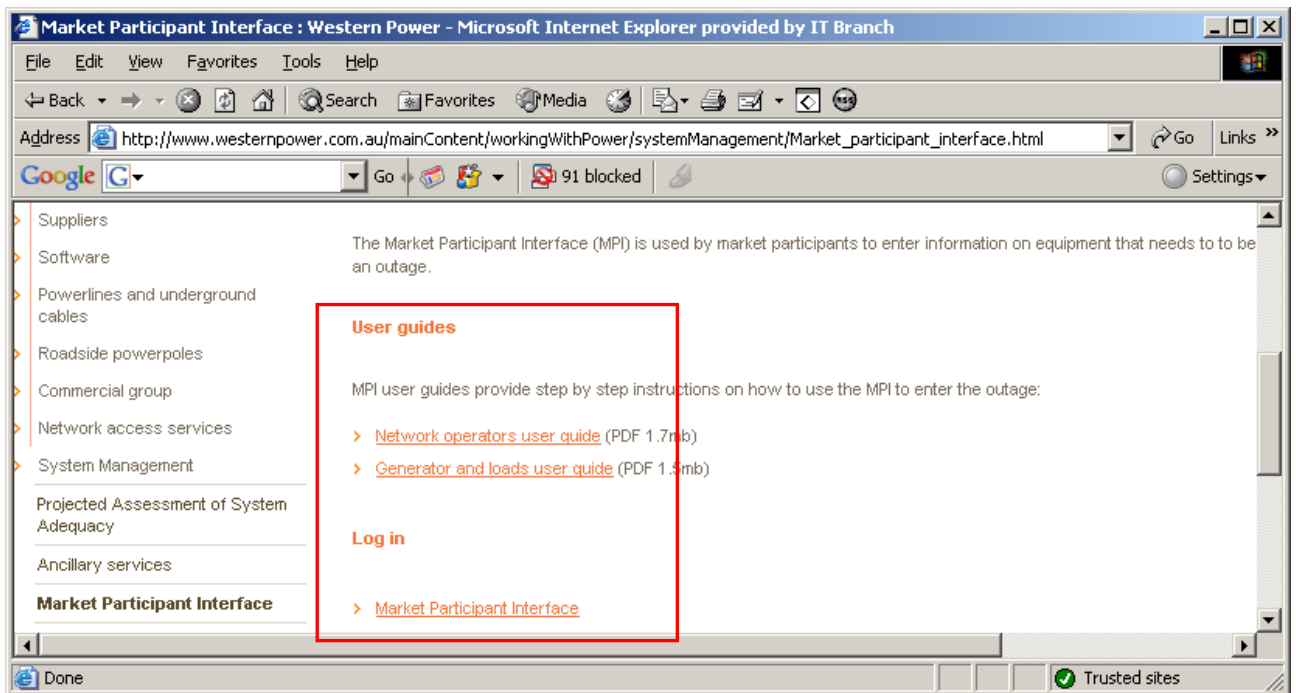
Either scroll down the page to the System Management section or select the System Management link on the left hand side as has been highlighted.



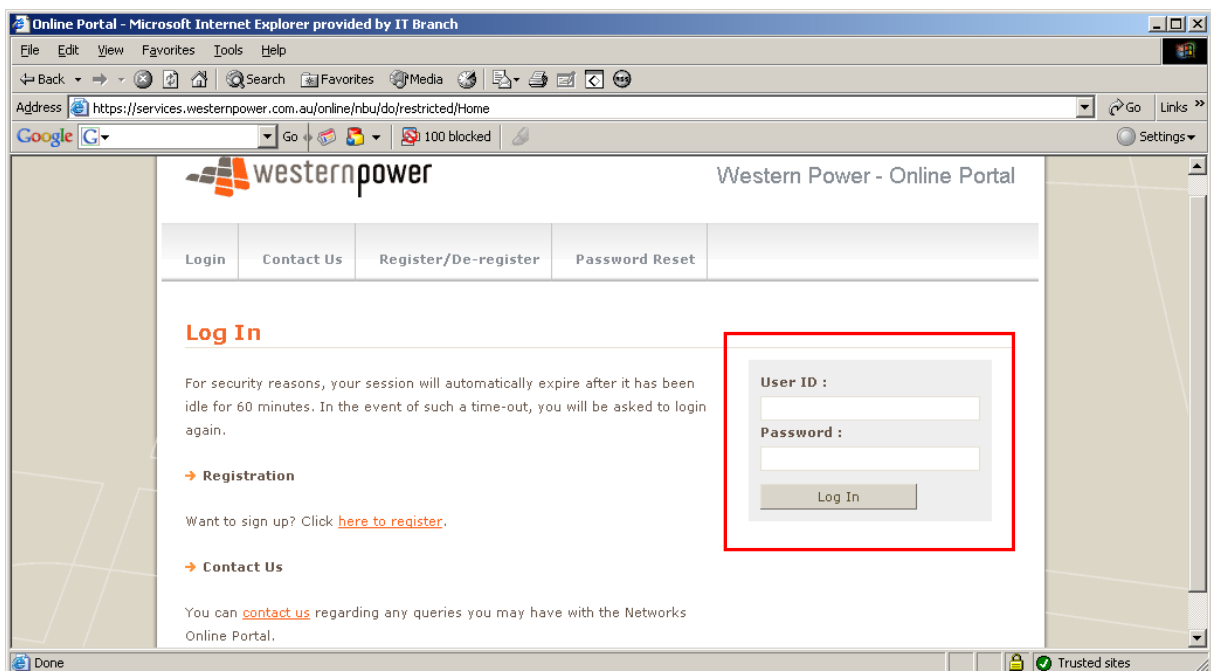
Select *Market Participant Interface* from the left hand menu.



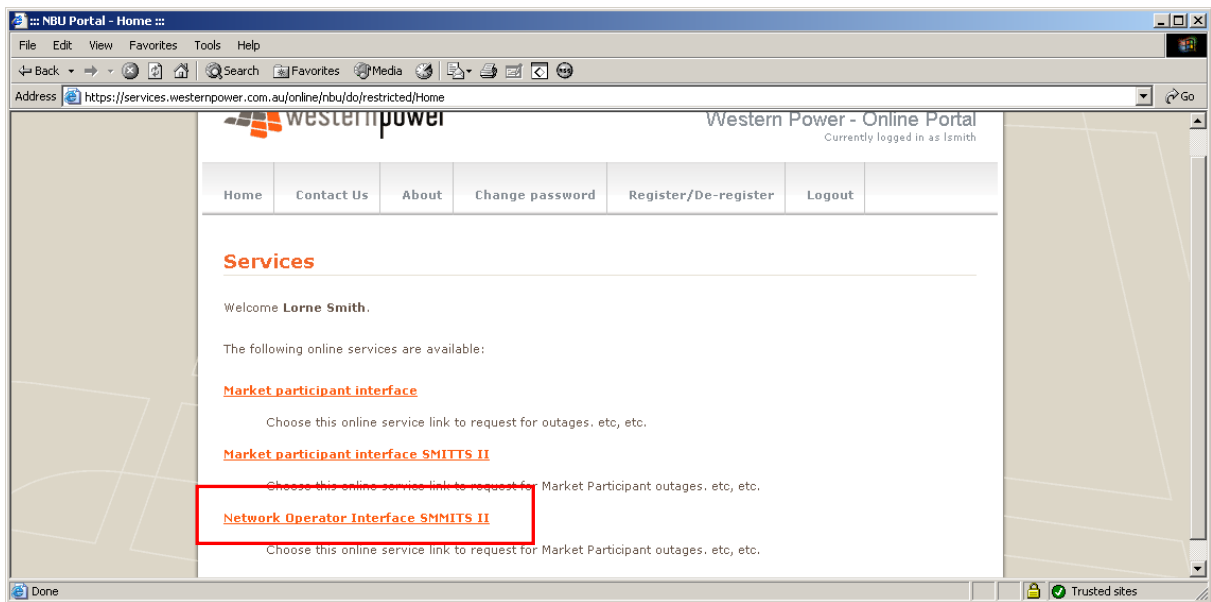
This will take the user to the *Market Participant Interface* link and *User Guides*. The page is shown below.



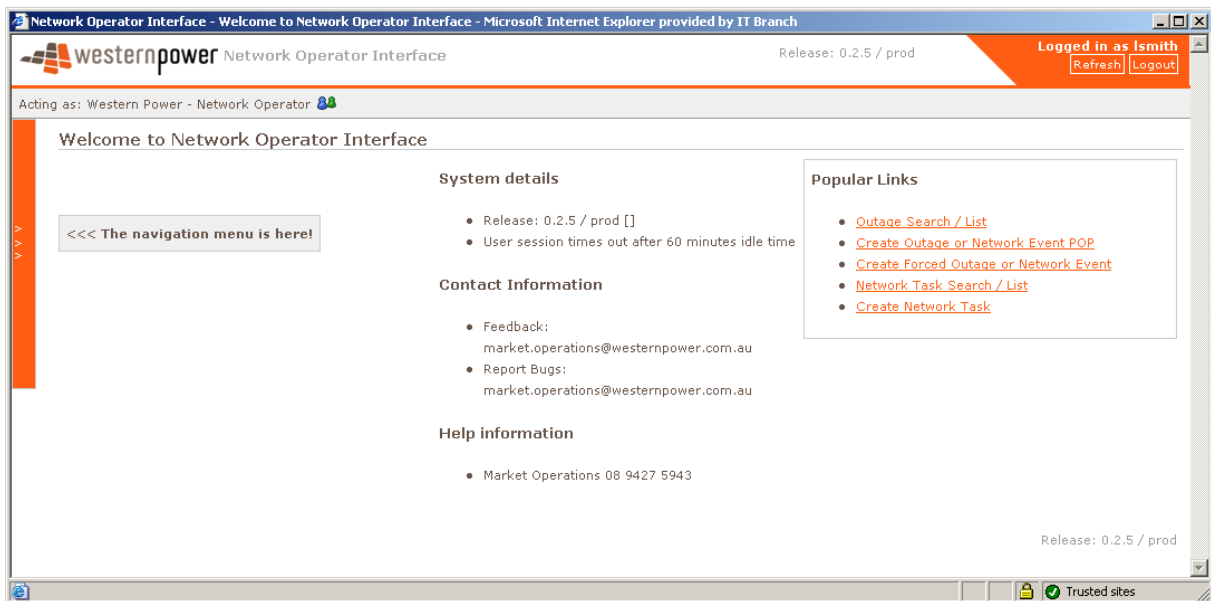
Select the *Market Participant Interface* link. This will guide the user to the *Western Power – Online Portal*.



Enter your *User ID* and *Password* and the following screen should appear.



Select the *Network Operator Interface SMMITS II* link. The following screen will appear.

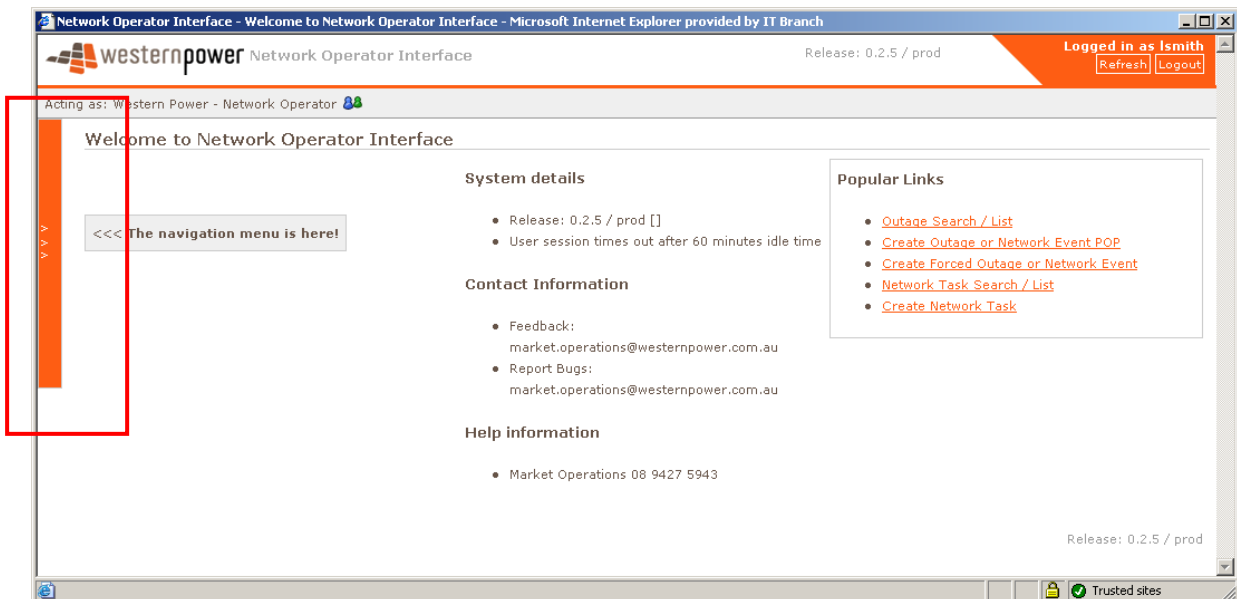


5. Main Menu

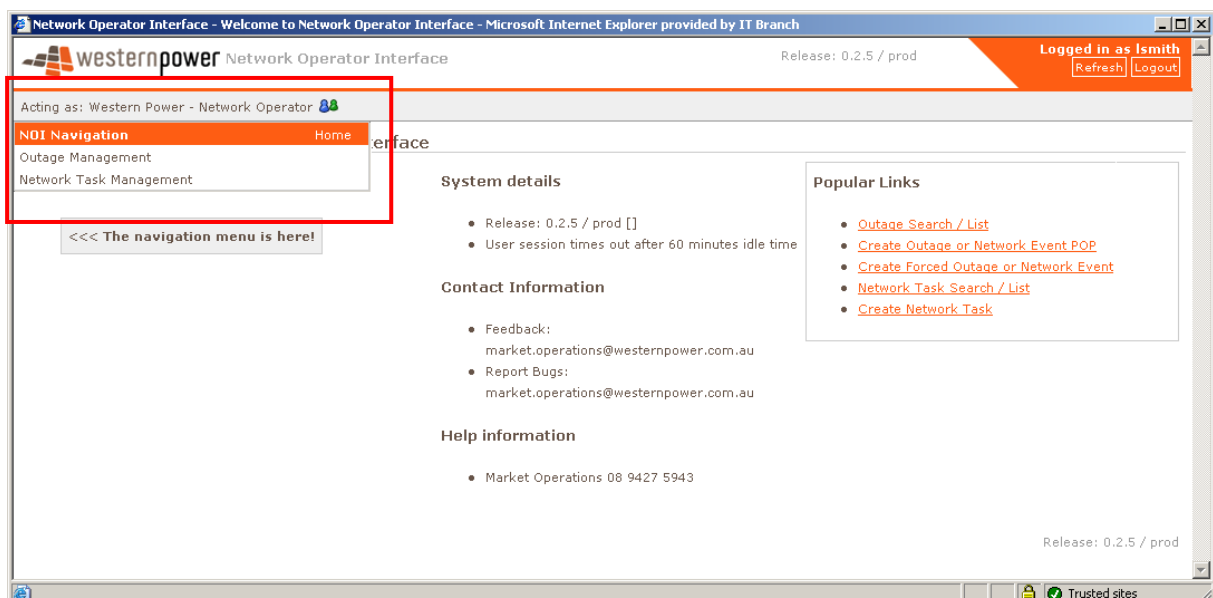
Once logged on, the following page will appear.

The new version of the MPI, called the NOI, has some different features such as *Popular Links* for quick searching or entering of outages.

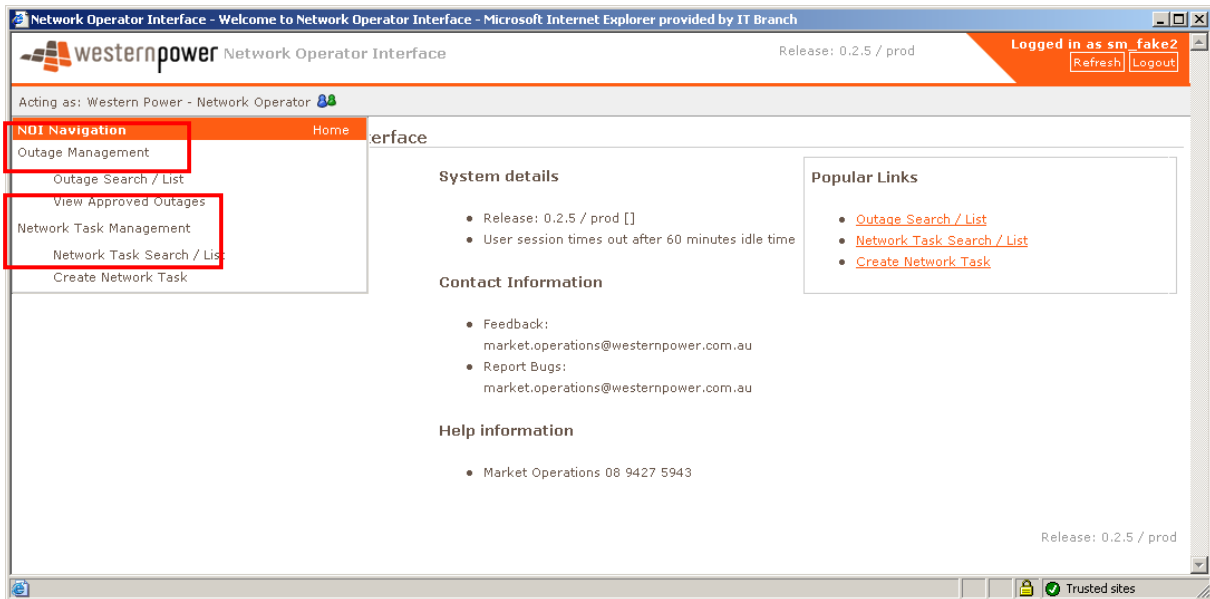
There is also a hidden navigation menu. To view this menu, move the mouse above the orange box and white arrow tips.



Moving the mouse over the orange box will allow a menu to appear.



Select one of the options to expand the selection i.e. click on *Outage Management* or *Network Task Management* to expand the selection as shown below.



6. Reviewing Network Outages/Network Events or Network Tasks

Points to note when in the Outage Review screen.

- All market participants can view all other market participant outages, but only when the outages are in their *Approved* or *Approved with Conditions* stage.
- When an item in a category is selected, to unselect it, hold *Ctrl* and click on the previously selected resources.
- Searching based upon a nominated *Outage Number* or *Equipment Description* will cause other search criteria to be ignored, and *Wildcard* searching is supported in description fields using either * (asterisk) or % (percent) characters to represent multiple missing characters.

E.G.

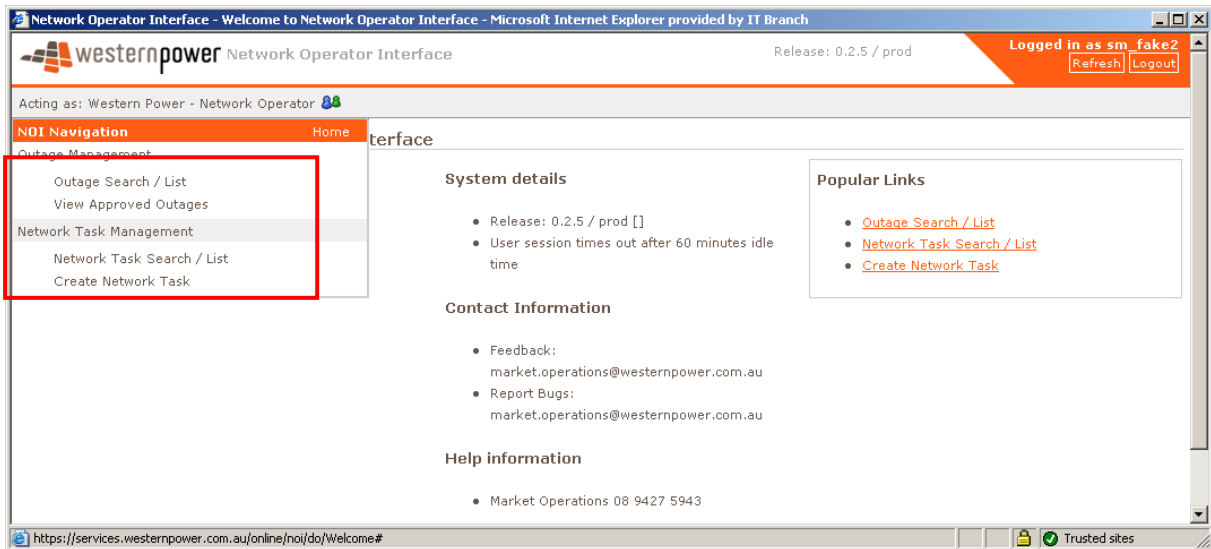
Searching for a description of **clearing** will cause search results to include all records where "clearing" appears anywhere in the description field, whereas searching for a description of **clearing* (note no trailing asterisk) will cause search results to include records where the description field starts with "clearing".

Network Outages and *Network Events* that have previously been entered can be viewed under the heading *Outage Management*.

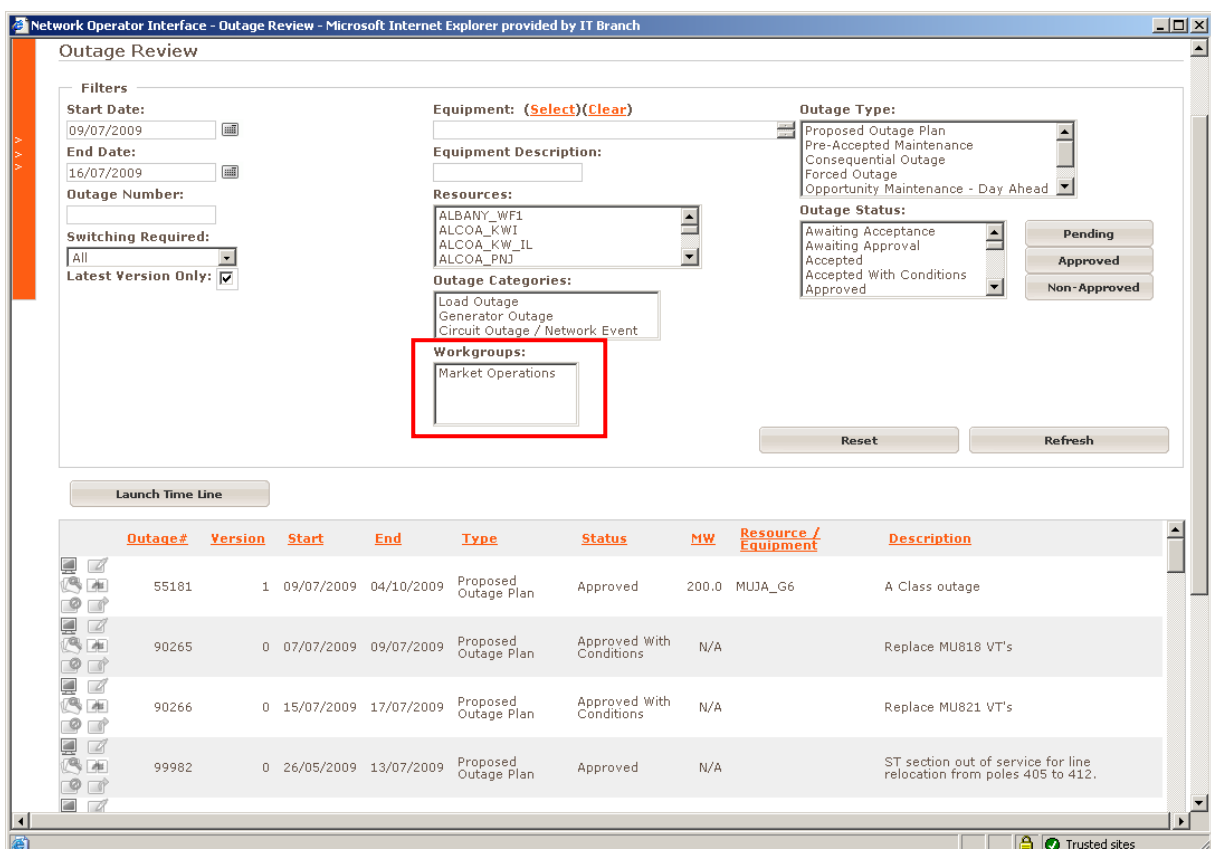
Select *Outage Search/List*.

This function allows the *Requestor* to determine if there are any existing *Network Outages*, *Network Events* or *Network Tasks* that will allow the required work to be performed.

Select either the *Outage Search/List* or *View Approved Outages* to search for outages, or select *Network Task Search / List* to search for *Network Tasks*.



The following screen will appear. The workgroup may be required to be unselected to view other *Workgroups* outages.

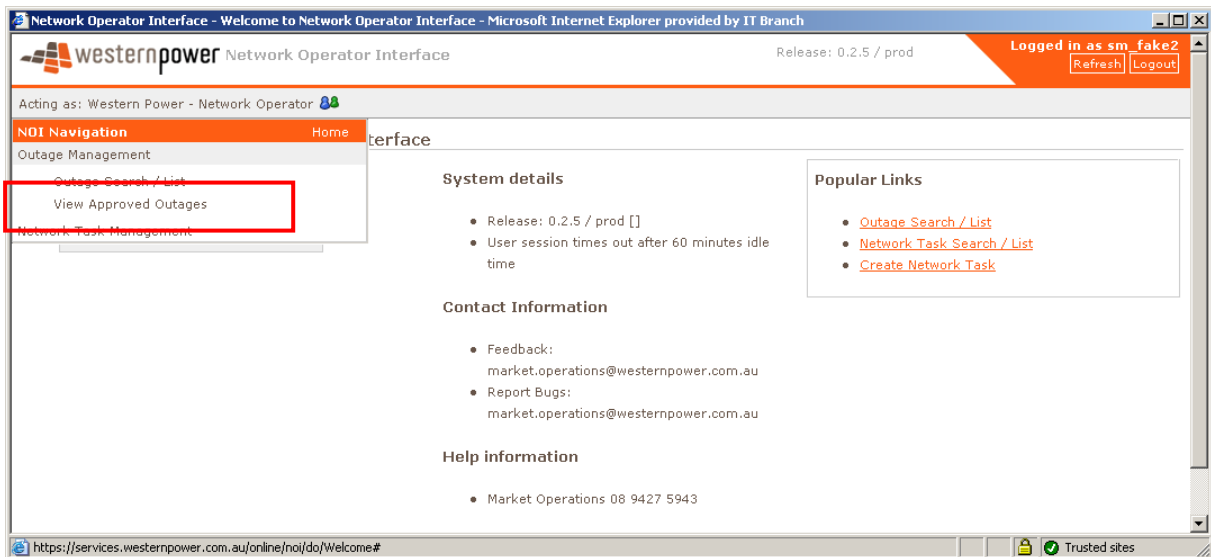


All *Network Outages* and *Network Events* or *Network Tasks* matching the default search criteria will be displayed.

The number of Network Outages and Network Events displayed may be refined by adjusting the filters. Adjust the filters then click the *Refresh* button to display the refined search.

Note that the *End Date* may need to be moved in to the future to increase the number of outages shown.

A display of only Network Outages and Network Events that are *Approved* or *Approved with Conditions* may also be displayed by selecting *View Approved Outages*.



Searching for Network Tasks follows the same principles as searching for Network Events or Network Outages.

7. Types of Planned Network Task Requests

All Network Tasks/Outages are essentially now a single stage process. The *Requestor* enters a *Network Task* and the *Co-ordinator* deals with the *Network Task/Outage* from then on.

Please refer to DMS document #3921199 for the latest *Network Outage* lead in requirements. These are also repeated below

1. -POP (Proposed Outage Plan)

Network Task (Primary Switching or Primary Permit required)

A *Network Task* is to be submitted between 3 years and 15 calendar days before the trading day in which the *Network Outage*.

2. -Opportunistic Maintenance (On The Day)

The maximum *Network Outage* time available is 1 trading day.

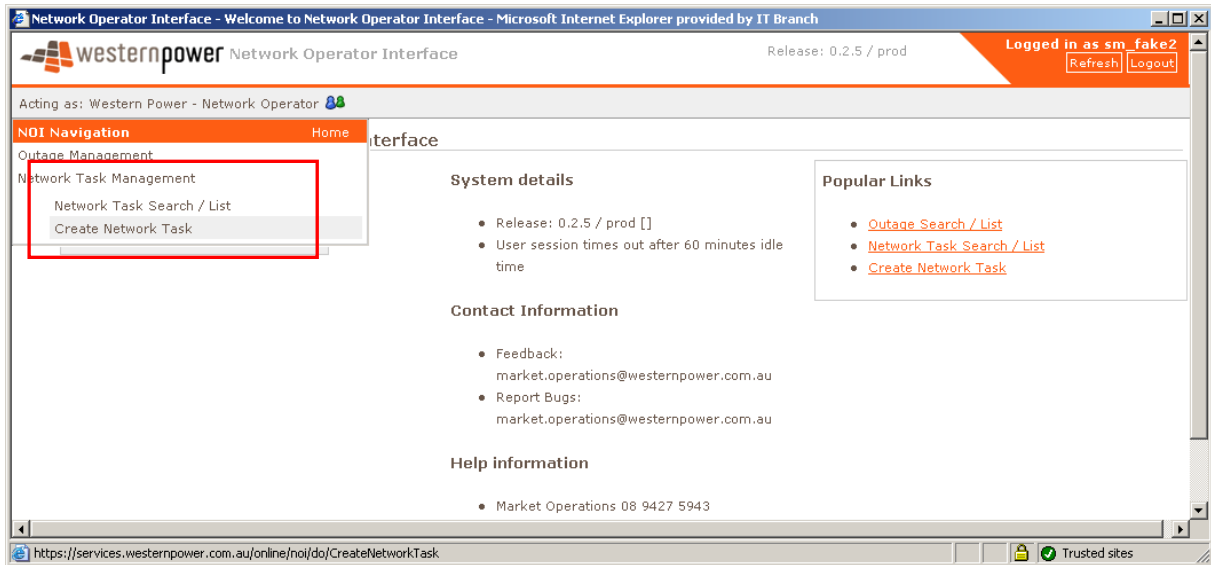
Please advise System Operations Control on 9427 4286.

3. - Escalation

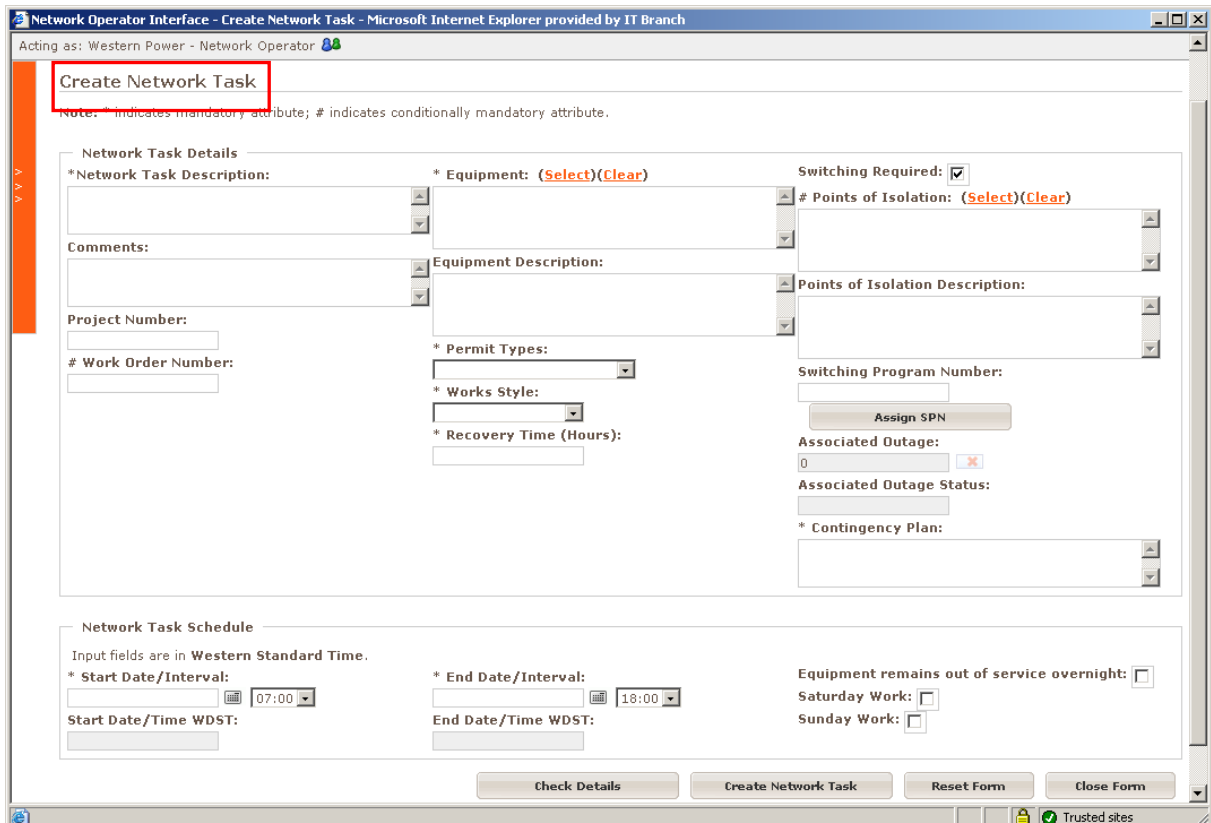
If a *Network Task* is entered within the 15 calendar days, the Task goes through an escalation process with the outcome being by a manager in System Management.

8. Network Task Creation

To enter a *Network Task*, select *Create Network Task* from the dropdown hidden menu on the left hand side.



The following screen will appear.



The fields give a description and timing of the task if known.

Enter information for the following mandatory fields:

- **Start Date/Time , End Date/Time** – the beginning and end of the task, by default the start time is 7:00 am and the end time is 6:00 pm

Note the Start and End times are based on intervals. That is interval 08:00 is anytime between 08:00:00 and 08:29:59.

- **Network Task Description** – scope of work to be completed
- **# Work Order Number** – required for the Switching Operators to book their time to the job.
- **Points of Isolation** – Although not a mandatory field, the *Points of Isolation* are required for Approval. Please phone the *Switching Operator* before entering the NOI. This will be checked by the *Switching Operator/Co-ordinator* when an outage is derived from this task.
- **Equipment** – What network element will be worked upon, where this is new or not known filling in the *Equipment Description* field will be accepted
- **Work Style** – Maintenance, Asset Replacement or Capital Works
- **Permit Type** – *Electrical Access Permit, Sanction to Test, Vicinity Authority, No Primary Permit or No Permit*. In the case where work is close to energised primary plant, a VA(*Vicinity Authority*) or EAP (*Electrical Access Permit*) or STT (*Sanction to Test*) may be required. Where in doubt, please contact the Switching Operators for advice on the appropriate permit. Note that for a *Network Task* with no Primary Switching or Primary Permit required, *No Permit* or *No Primary Permit* is applicable.
- **Contingency Plan** – This is what's required to be done to get the piece of equipment back in to service in the event that it's called back early. The Contingency Plan can be "Recallable within the recall time" if the Recall Time is 4hrs or less. It is preferable to have a contact phone number in this field.
- **Recovery Time** – This is the time it will take to get the piece of equipment back in to service if it is called back early. The figure can only be a whole number. If it's more than 4hrs, a Contingency Plan is required.

Note the *Switching Required* box should be ticked when Primary Switching or a Primary Permit is required.

Optional Fields are:

- Select the *Equipment remains out of service overnight* box if the outage exceeds work hours.
- Select the *Saturday* box if the task will be done on Saturday.
- Select the *Sunday* box if the task will be done on Sunday.

- The *Switching Program Number* should only be filled in if known. This will be added and/or checked by the Switching Operator/*Co-ordinator* when an outage is derived from this task.
- The *Comments* field provides any relevant information to the Switching Operator/*Co-ordinator*
- The *Project Number* is a reference number used by Project Management

Once the information is entered, click on the *Check Details* button and then *Create Network Task*.

Network Operator Interface - Create Network Task - Microsoft Internet Explorer provided by IT Branch

Acting as: Western Power - Network Operator

Create Network Task

Note: * indicates mandatory attribute; # indicates conditionally mandatory attribute.

Network Task Details

*Network Task Description: [Description of work to be carried out. Limited to 80 characters] A 132

* Equipment: (Select)(Clear) A 132

Switching Required:

Points of Isolation: (Select)(Clear) A801.4, A806.0

Comments: [Name and contact details of person doing the work is case of recall.]

Equipment Description: [Only to be used for further description of above equipment, eg secondary work not included Equipment list.]

Points of Isolation Description: [If unsure of POI, please contact SWOP's before entering the Task. The POI are required for Approval.]

Project Number: []

Work Order Number: [SWOP req]

* Permit Types: [Electrical Access Permit]

* Works Style: [Maintenance]

* Recovery Time (Hours): [4]

Switching Program Number: []

Associated Outage: [0] [X]

Associated Outage Status: []

* Contingency Plan: [This is what's required to be done to get the piece of equipment back in to service in the event that it's called back early.]

Network Task Schedule

Input fields are in Western Standard Time.

* Start Date/Interval: [20/11/2009] [07:00]

* End Date/Interval: [21/11/2009] [18:00]

Equipment remains out of service overnight:

Saturday Work:

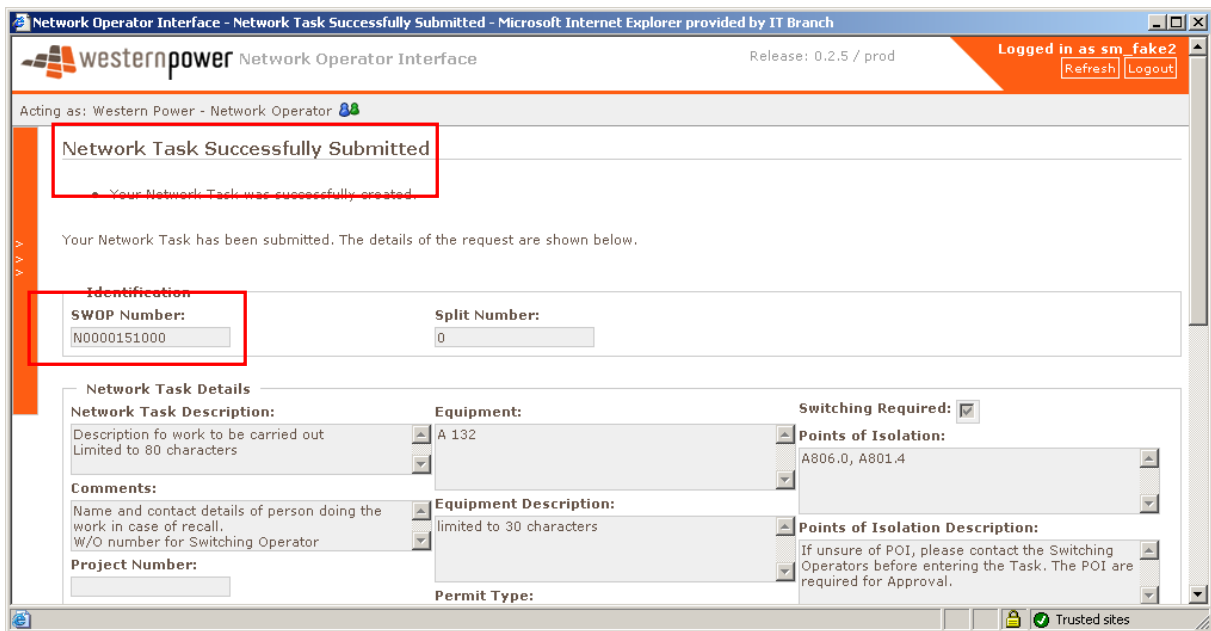
Sunday Work:

Start Date/Time WDST: [20/11/2009 at 07:00]

End Date/Time WDST: [21/11/2009 at 18:00]

Buttons: Check Details, Create Network Task, Reset Form, Close Form

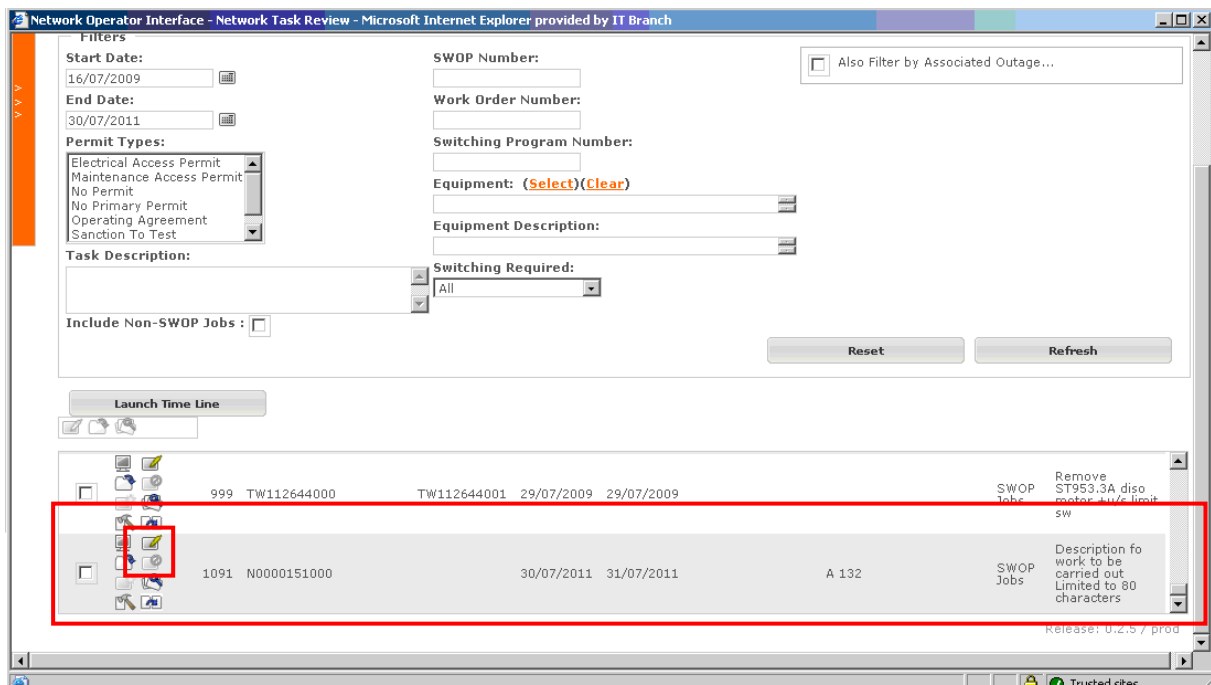
A *Network Task Successfully Submitted* message will be displayed along with a *SWOP Number*.



The task is now in the hands of the *Co-ordinator* who will attempt to amalgamate the task with other tasks and create an outage, or create an outage that stands alone.

9. Network Task Modification

Search for the *Network Task* of interest.



Select the icon next to the outage with the yellow pen protruding out of the screen



The word *Modify Network Task* will appear as the mouse pointer is moved across the icon.

A screen will appear with the heading *Modify Network Task*.

Network Operator Interface - Modify Network Task - Microsoft Internet Explorer provided by IT Branch

westernpower Network Operator Interface Release: 0.2.5 / prod Logged in as sm_fake2

Acting as: Western Power - Network Operator

Modify Network Task

Identification

SWOP Number: N0000151000 Split Number: 0

Network Task Details

Network Task Description: Description for work to be carried out Limited to 80 characters

Equipment: (Select) A 132

Switching Required:

Points of Isolation: (Select) A806.0, A801.4

Comments: Name and contact details of person doing the work in case of recall. W/O number for Switching Operator

Equipment Description: limited to 30 characters

Points of Isolation Description: If unsure of POI, please contact the Switching Operators before entering the Task. The POI are required for Approval.

Project Number:

Work Order Number: SWOP req

Permit Type: Electrical Access Permit

Works Style: Maintenance

* Recovery Time (Hours): 4

Switching Program Number:

Associated Outage: (Select) 0

Associated Outage Status:

* Contingency Plan: This is what's required to be done to get the piece of equipment back in to service in the event that it's called back early.

Network Task Schedule

Input fields are in Western Standard Time.

* Start Date/Interval: 20/11/2009 07:00

* End Date/Interval: 21/11/2009 18:00

Equipment remains out of service overnight:

Start Date/Time WDST: 20/11/2009 +07:00

End Date/Time WDST: 21/11/2009 +10:00

Saturday Work:

Sunday Work:

Change the necessary details then select *Update Network Task*.

Network Operator Interface - Modify Network Task - Microsoft Internet Explorer provided by IT Branch

Network Task Modifier Details

Input fields are in Western Standard Time.

Originator: sm_fake2

Last Modifier: sm_fake2

Last Modification Time: 6/07/2009 11:48:55

Check Details Update Network Task Reset Form Close Form

Release: 0.2.5 / prod

A *SUCCESS* message will appear at the top of the page if successful.

The status will change back to *Awaiting Acceptance* and will be reassessed by the SOPE. There will also be a new version number next to the *Network Outage* or *Network Event*.

10. Network Task Cancellation

A *Network Task* can be cancelled in the event that the Requestor does not require the task anymore.

Search for the applicable *Network Task*.

Network Task Review

Filters

Start Date: 29/12/2009

End Date: 12/08/2010

Permit Types: Electrical Access Permit, Maintenance Access Permit, No Permit, No Primary Permit, Operating Agreement, Sanction To Test

SWOP Number:

Work Order Number:

Switching Program Number:

Equipment: (Select)(Clear)

Equipment Description:

Switching Required: All

Include Non-SWOP Jobs:

Also Filter by Associated Outage...

Reset Refresh

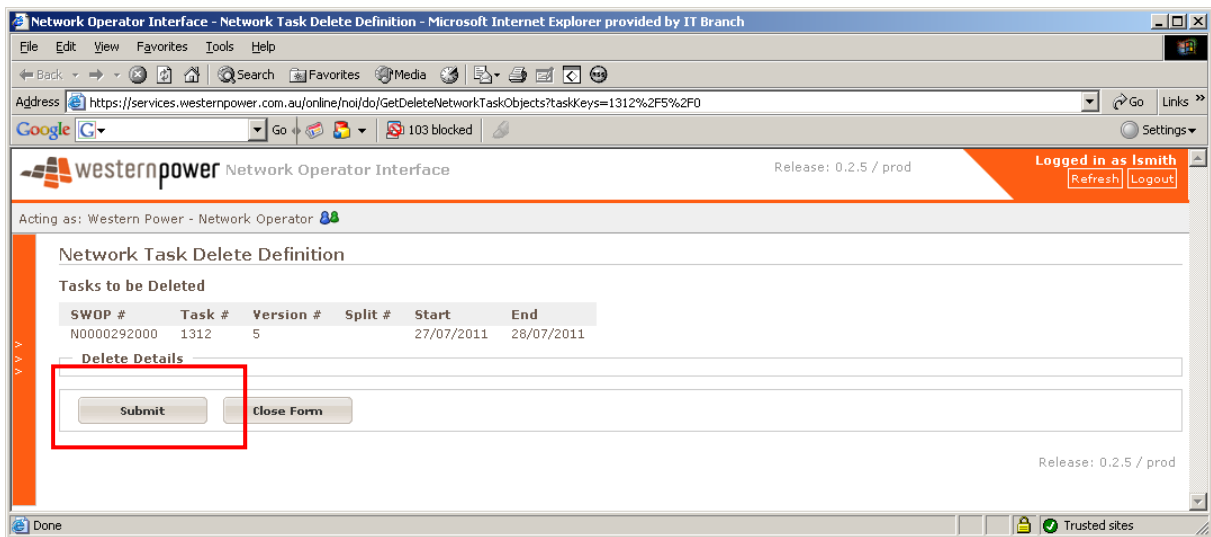
Launch Time Line

Task #	SWOP #	Split #	ERP WD #	Start	End	Assoc Outage #	Equipment	SCADA Impact	Type	Description
1991	N0000811000			22/07/2010	22/07/2010		ALB 132, ALB 22		SWOP Jobs	association test

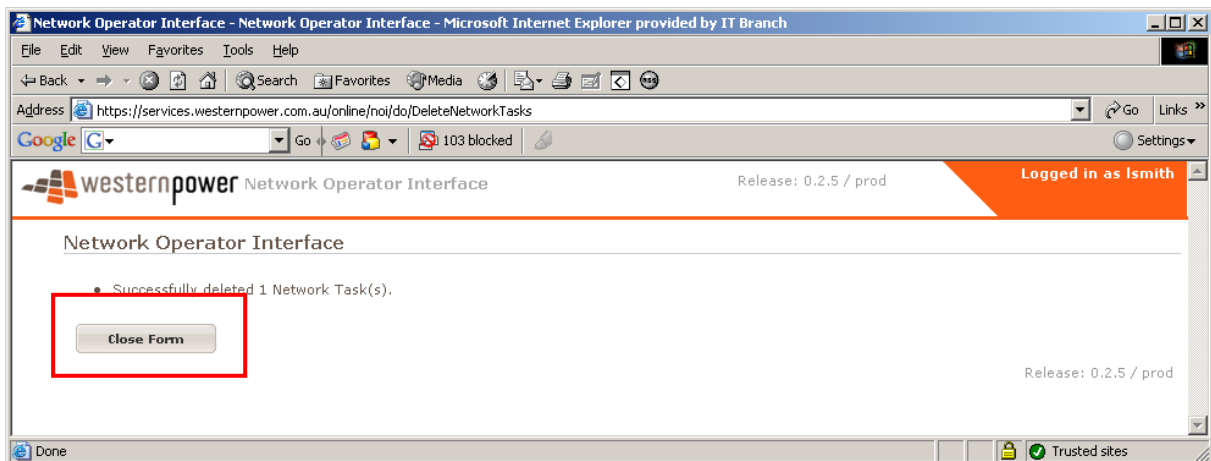
Select the icon with the red circle.



The following screen will appear.




Click on the *Submit* button to cancel the Task or Event, the *Close Form*.



11. Network Task Duplication

The NOI has the ability to duplicate previous information from a previous *Network Task*.

Search for the *Network Task* of interest that has the same or similar information using the Outage Search/List option. Select the icon next to the outage with the arrow

between the two pages 

The *Duplicate Task* screen will appear as shown below.

Network Operator Interface - Create Network Task - Microsoft Internet Explorer provided by IT Branch

Acting as: Western Power - Network Operator

Duplicate Task

Note: * indicates mandatory attribute; # indicates conditionally mandatory attribute.

Network Task Details

* **Network Task Description:** [Description of work to be carried out. Limited to 80 characters]

* **Equipment:** (Select)(Clear) [A 132]

Switching Required:

Points of Isolation: (Select)(Clear) [A801.4, A806.0]

Comments: [Name and contact details of person doing the work is case of recall.]

Equipment Description: [Only to be used for further description of above equipment, eg secondary work not included Equipment list.]

Points of Isolation Description: [If unsure of POI, please contact SWOP's before entering the Task. The POI are required for Approval.]

Project Number: []

* **Permit Types:** [Electrical Access Permit]

* **Works Style:** [Maintenance]

* **Recovery Time (Hours):** [4]

Switching Program Number: []

Associated Outage: [0]

Associated Outage Status: []

* **Contingency Plan:** [This is what's required to be done to get the piece of equipment back in to service in the event that it's called back early.]

Network Task Schedule

Input fields are in Western Standard Time.

* **Start Date/Interval:** [20/11/2009] [07:00]

* **End Date/Interval:** [21/11/2009] [18:00]

Equipment remains out of service overnight:

Start Date/Time WDST: [20/11/2009 at 07:00]

End Date/Time WDST: [21/11/2009 at 18:00]

Saturday Work:

Sunday Work:

Modify the relevant details and then Scroll to the bottom of the page and select *Create Duplicate Task*.

If entered correctly, the message will appear and a new *SWOP Number* will be created.

Network Operator Interface - Network Task Successfully Submitted - Microsoft Internet Explorer provided by IT Branch

Address: https://services.westernpower.com.au/online/noi/do/CreateNetworkTask

Acting as: Western Power - Network Operator

Network Task Successfully Submitted

- Your Network Task was successfully created.

Your Network Task has been submitted. The details of the request are shown below.

Identification

SWOP Number: [N0000161000] **Split Number:** [0]

Network Task Details

Network Task Description: [Description for work to be carried out] **Equipment:** [A 132] **Switching Required:**

12. Print Out of the Network Task or Network Outage

Once the task has been derived into an outage, the *Network Task* or *Network Outage* can be printed or saved in PDF format.

Search for the *Network Task* or *Network Outage* of interest from the review page as explained in section 6.

Network Operator Interface - Outage Review - Microsoft Internet Explorer provided by IT Branch

Address: https://services.westernpower.com.au/online/noi/do/ListOutages

westernpower Network Operator Interface Release: 0.2.5 / prod Logged in as Ismith [Refresh] [Logout]

Acting as: westernpower - Network Operator

Outage Review

Filters

Start Date: 10/07/2010

End Date: 31/07/2011

Outage Number:

Switching Required: All

Latest Version Only:

Equipment: (Select)(Clear)

Equipment Description:

Resources:

- ALBANY_WF1
- ALCOA_KWI
- ALCOA_KW_IL
- ALCOA_PNJ

Outage Categories:

- Load Outage
- Generator Outage
- Circuit Outage / Network Event

Workgroups:

- Asset Performance
- Asset Strat
- Civil
- Comms Maint

Outage Type:

- Proposed Outage Plan
- Pre-Accepted Maintenance
- Consequential Outage
- Forced Outage
- Opportunity Maintenance - Day Ahead

Outage Status:

- Awaiting Acceptance
- Awaiting Approval
- Accepted
- Accepted With Conditions
- Approved

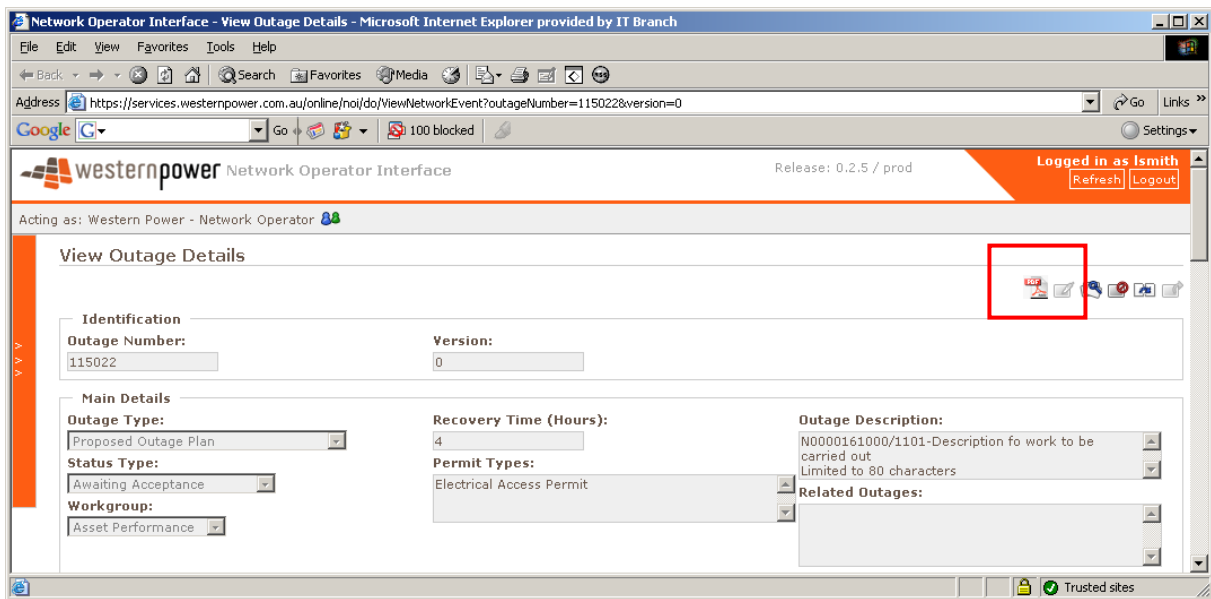
Pending Approved Non-Approved

Reset Refresh

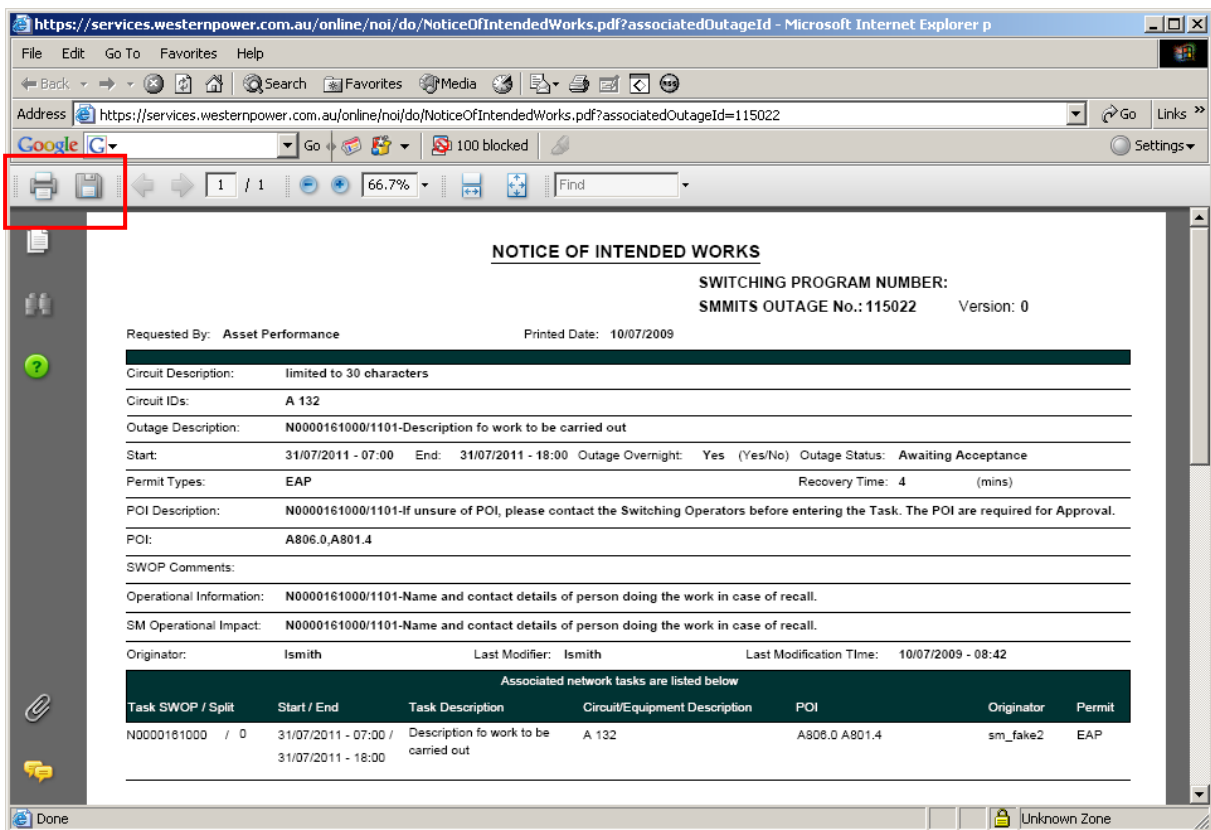
Launch Time Line

Outage#	Version	Start	End	Type	Status	MW	Resource / Equipment	Description
69261	0	10/09/2010	10/09/2010	Proposed Outage Plan	Cancelled by MP	N/A		test
115022	0	31/07/2011	31/07/2011	Proposed Outage Plan	Awaiting Acceptance	N/A	A 132	N0000161000/1101-Description fo work to be carried out Limited to 80 characters

Select the *monitor* icon to view the outage or task, and then select the PDF icon in the top right hand side or PDF icon immediately above the close button.



Once the PDF icon is selected, a PDF page will appear as shown below.

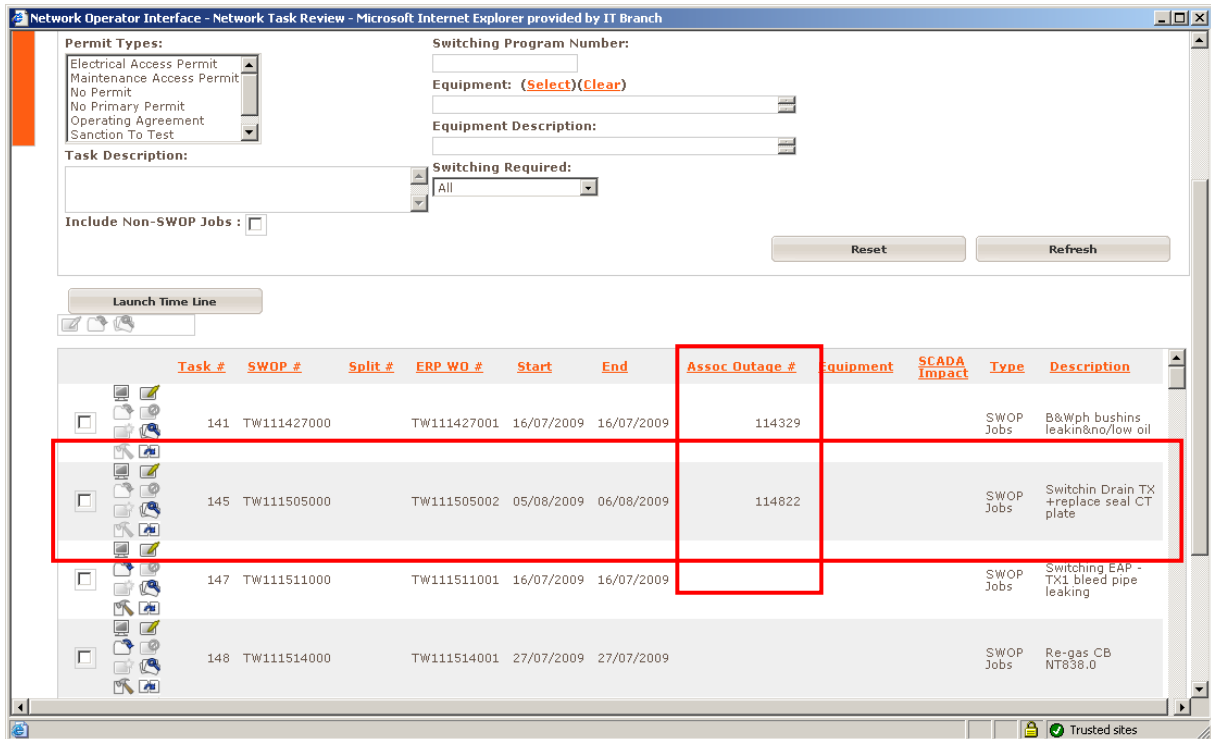


The PDF can then be saved or printed.

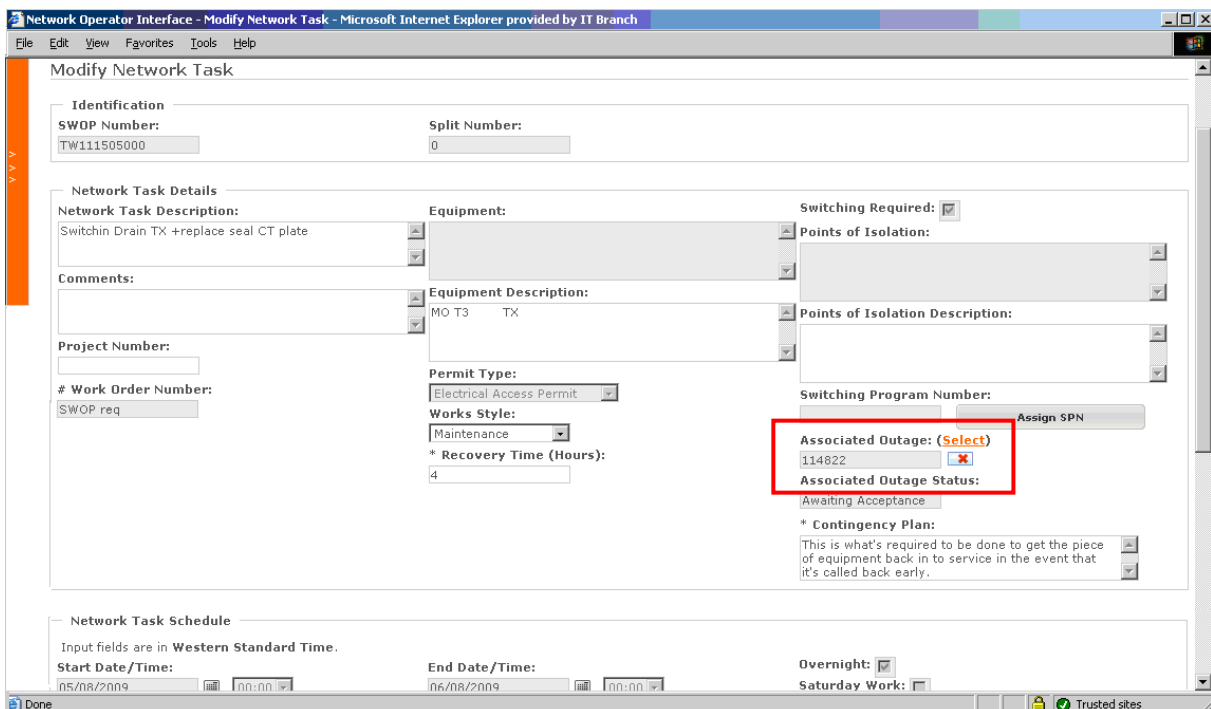
13. Disassociating a Network Task from a Network Outage

If an outage has been derived from the *Requestors Network Task*, and the *Requestor* does not wish to be part of the outage, or wishes to change dates of the work to be done, the *Requestor* can *disassociate* their *Network Task* from the *Outage*.

To do this, select the *Network Task* to disassociate and select the modify icon.

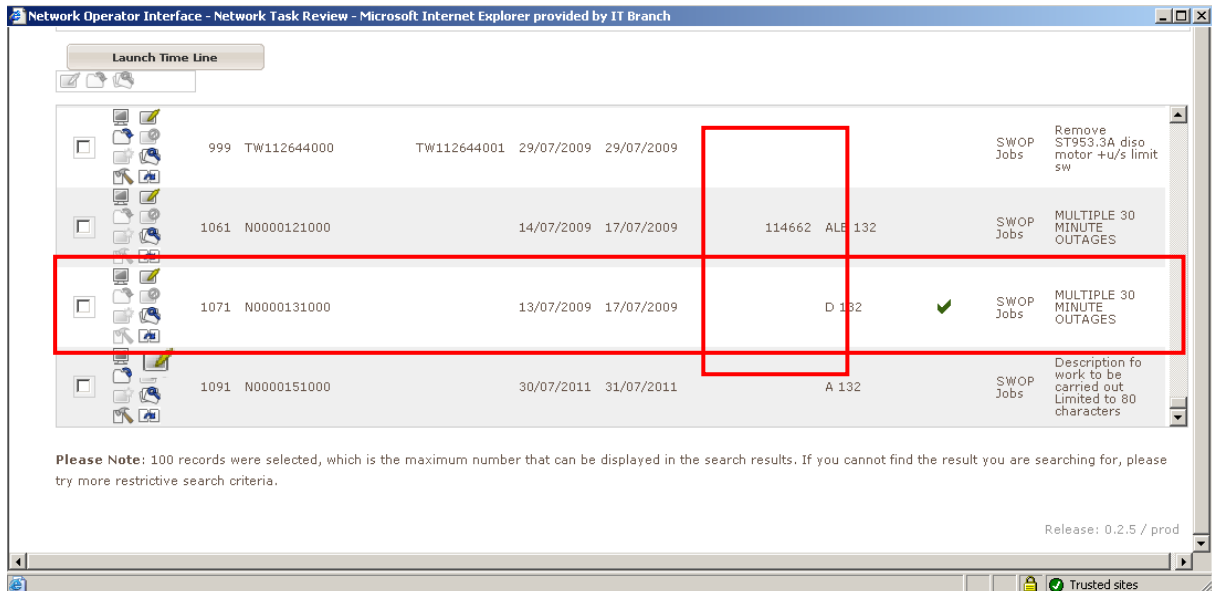


Once the *Modify Network Task* screen has appeared, select the *red cross* next to the field *Associated Outage*. This is shown below.



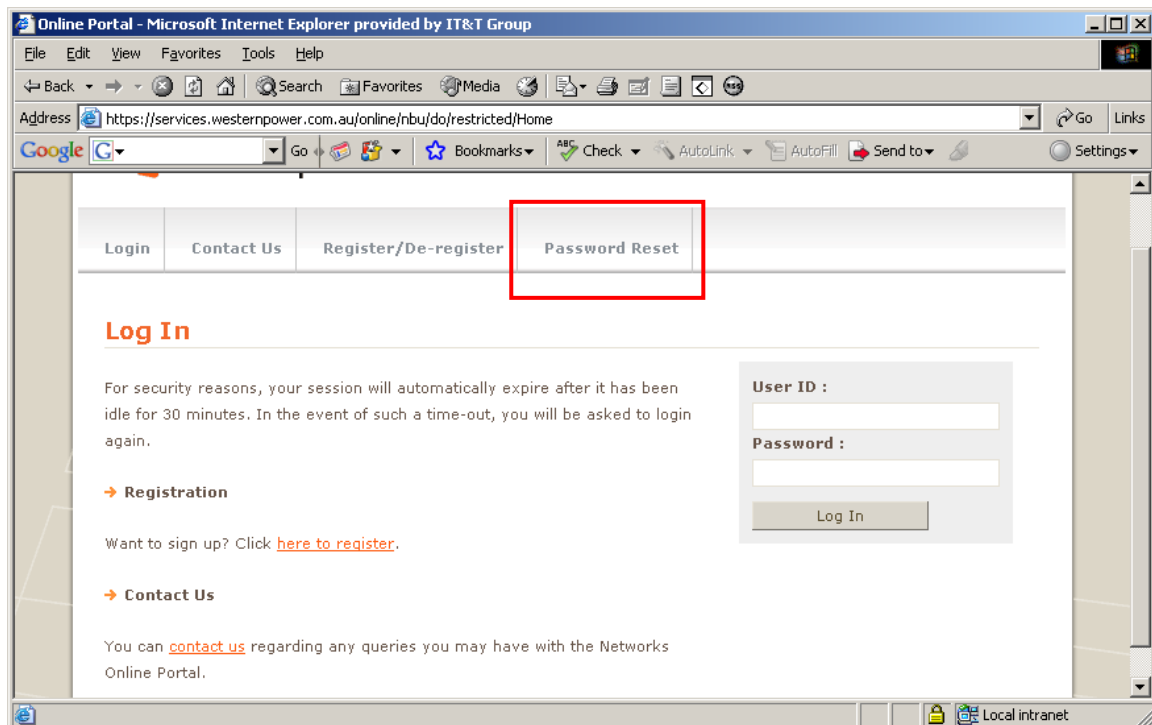
Once selected, update the task by selecting *Update Network Task*.

Once the outage has been disassociated, the *Network Task* will no longer have an outage associated with it.



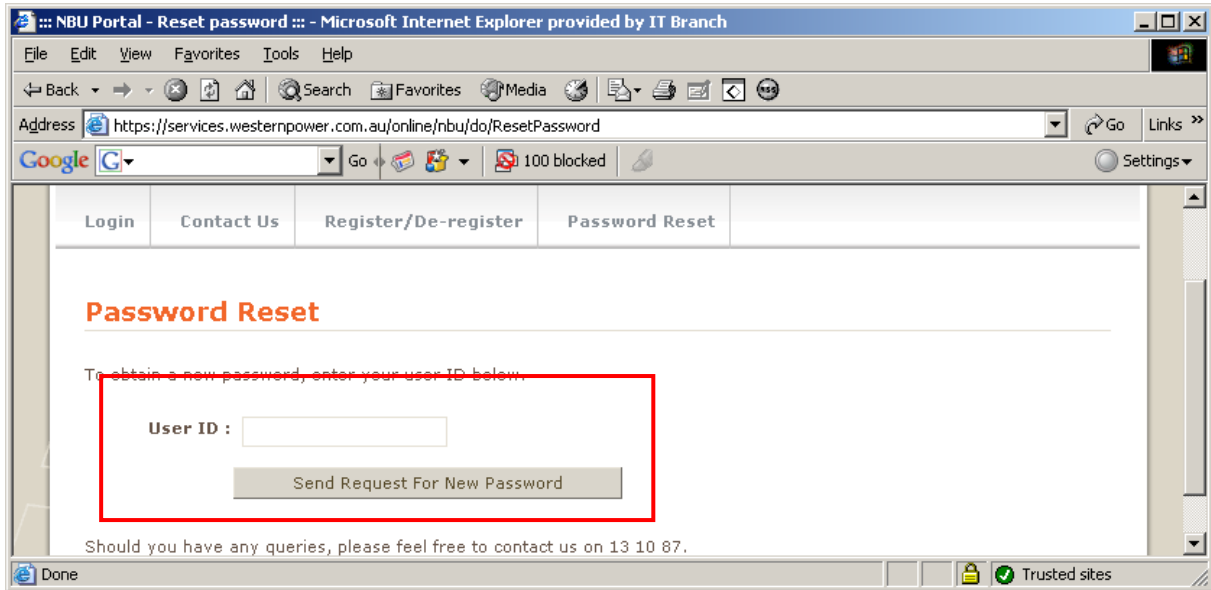
14. Resetting Your NOI Password

The *Password Reset* option is utilised when the user has forgotten their password. This is situated on the *Log In* page.



Select the *Password Reset* button.

Enter your NOI user ID and select *Send Request for New Password*.



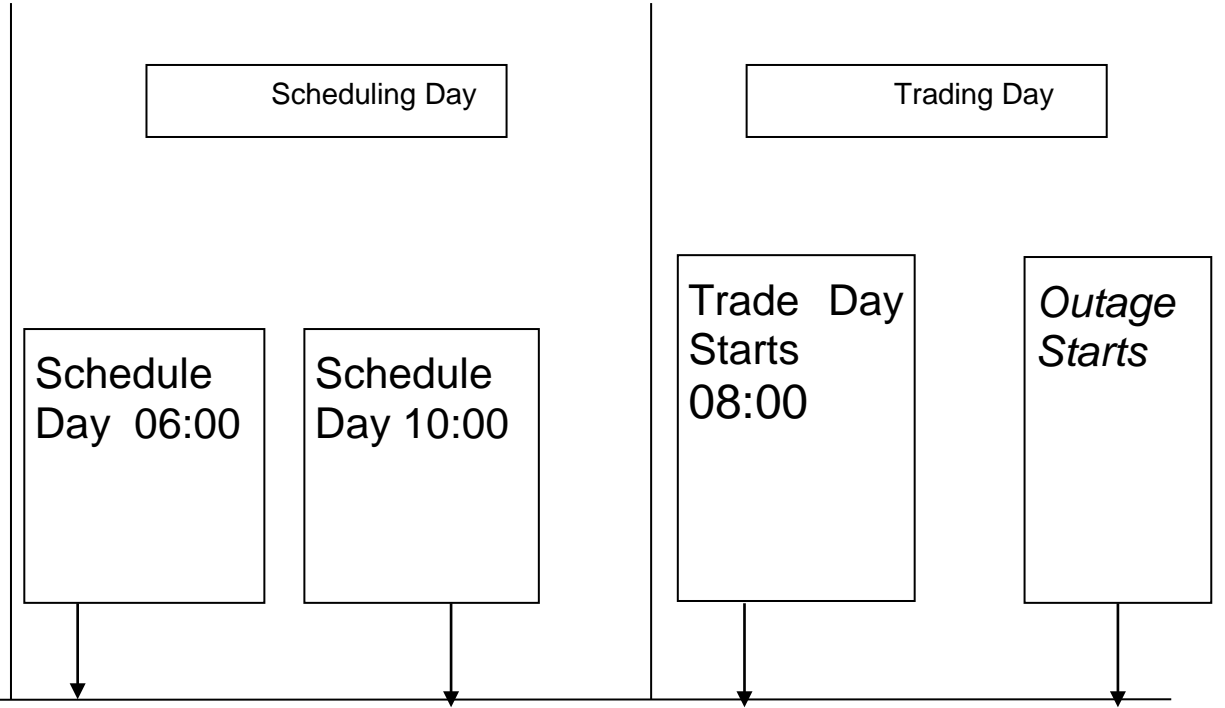
A new password will be sent to the users email address. This can then be changed once the user logs in with the new password.

Appendix 1

Required Outage information

1. Please provide phone number of the person doing or supervising the job in the *Comments* field.
2. Where there is a risk on the extension of end time of the outage, this time should be included within the duration of the outage requested
3. A Work Order number is required by the SWOP before the outage can be *Accepted*. This is to be entered in to the *Comments* field.

Appendix 2 - Outage requirements timeline.



POP
Primary Switching or
Primary Permit required-
15 Calendar days- 3yrs

Within 15 days
before outage
start
**Escalation
Required**

Less than 1
day before –
Call SSOC



Contact Details

Market Operations

If you have any queries, please contact Market Operations on:

Phone- (08) 9427 5943

Email- market.operations@westernpower.com.au

Co-ordinator

If the *Requestor* sees an opportunity to piggy-back their work on to another outage, please highlight this to the *Co-ordinator* by entering such in the description, or contact the *Co-ordinator* on:

Phone- (08) 9427 5988

Email- system.outage.coordination@westernpower.com.au.

Switching Operations

For switching information such as for the *Points of Isolation* or *Permit Type* required, please contact the Switching Operators by email address system.operations.switching@westernpower.com.au

System Operations Planning Engineers

If the *Requestor* requires information regarding the chances of getting an outage or if the *Requestor* is seeking information regarding a *Network Event* (*Co-ordinator* does not deal with Secondary work), please contact the System Operation Planning Engineers on:

Phone- (08) 9427 4286

Email- system.operations.planning.transmission@westernpower.com.au
